

Santa Clara

City of Santa Clara, California



**DATE:** December 24, 2008

**TO:** City Manager for Council Action

**FROM:** City Attorney and Director of Human Resources

**SUBJECT:** APPROVAL OF LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES REQUIRED TO FILE STATEMENT OF ECONOMIC INTEREST

**EXECUTIVE SUMMARY:**

Under Government Code Section 87302 of the Political Reform Act, certain officials of the City are required to file a Statement of Economic Interest (Form 700) because of the nature of their position with the City. These officials serve in positions that have been designated by the City's Conflict of Interest Code as being required to file such statements. The **List of Designated Positions** (Exhibit "A"), including Disclosure Categories, is periodically updated, particularly when new positions are added, deleted, or responsibilities are changed. The City Council, City Manager, City Attorney, Director of Finance, and Planning Commissioners are not included in Exhibit "A" because they are required to file Statements of Economic Interest under Government Code Section 87200 of the Political Reform Act.

Exhibit "A" has been updated and it is appropriate for the City Council, as the Code Reviewing body, to review and approve the list. Changes which have occurred during 2008 are indicated by underlining and strike-outs in Exhibit "A" and are as follows:

## (1) Additions:

- |   |                         |
|---|-------------------------|
| • Redevelopment Project Manager           | City Manager            |
| • Electric Division Manager – Engineering | Electric                |
| • Chief Storekeeper/Buyer                 | Finance                 |
| • Permit Center Manager                   | Planning and Inspection |
| • Senior Permit Technician                | Planning and Inspection |

## (2) Deletions:

- |  |                         |
|--|-------------------------|
| • Assistant Director of Electric Utility - Resource Management | Electric                |
| • Electric Division Manager – Administrative Services          | Electric                |
| • Fire Inspector   | Fire                    |
| • Senior Center Director                                       | Parks and Recreation    |
| • Principal Engineer – Permit Center                           | Planning and Inspection |

## (3) Title Changes/Reclassifications:

- |  |                        |
|--|------------------------|
| • Budget and Treasury Division Manager | Finance                |
| • Administrative Analyst               | Information Technology |

## Agenda Report

### Re: LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

- |   |                                 |
|---|---------------------------------|
| • Housing Development Officer                     | Planning and Inspection         |
| • Building Maintenance Manager                    | Public Works                    |
| • Superintendent of Street/Storm Maintenance      | Streets and Automotive Services |
| • Assistant Director of Water and Sewer Utilities | Water                           |
| • Principal Engineer – Water                      | Water                           |

### ADVANTAGES AND DISADVANTAGES OF ISSUE:

This list of Designated Positions and Disclosure Categories is required for compliance with Fair Political Practices Commission (FPPC) regulations. There are no disadvantages.

### ECONOMIC/FISCAL IMPACT:

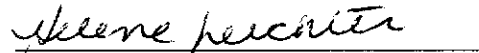
There is no cost to the City other than administrative staff time and expense.

### RECOMMENDATION:

That the Council approve the attached **List of Designated Positions**, including Disclosure Categories, which lists those positions that require the incumbents to file Conflict of Interest Statements, Form 700.

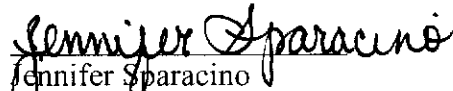


Alan Christenson  
Acting Director of Human Resources



Helene L. Leichter  
City Attorney

APPROVED:

  
Jennifer Sparacino  
City Manager

### *Documents Related to this Report:*

- (1) *Exhibit A List of Designated Positions*

I:\Conflict of Interest\2008\Agenda Report 2008 (12-08)

**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

City of Santa Clara

Date: August 5, 1976

Last Revision: December 31, 2008

**JOB TITLE**

**DISCLOSURE CATEGORY**

Consultant

1

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Manager or her designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The City Manager or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Department: Administration

Date: August 5, 1976

Last Revision: December 31, 2008

#### **City Attorney**

Assistant City Attorney	1
Deputy City Attorney I	1
Executive Assistant to City Attorney	1
Senior Deputy City Attorney	1

#### **City Clerk**

City Clerk	1
City Auditor	1
Assistant City Clerk	1

#### **City Council**

Executive Asst. to Mayor & City Council	1
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#### **City Manager**

Assistant City Manager	1
Administrative Analyst	1
Deputy City Manager	1
Public Communications Manager	1
Executive Assistant to City Manager	1
<u>Redevelopment Project Manager</u>	<u>1</u>

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Administration- Page 2

Date: August 5, 1976

Last Revision: December 31, 2008

#### JOB TITLE

#### DISCLOSURE CATEGORY

##### **Finance**

Assistant Director of Finance	1
<del>Financial Services Division Manager</del>	1
<u>Budget and Treasury Division Manager</u>	
Accounting Services Division Manager	1
Municipal Services Division Manager	1
Principal Accountant	1
Principal Financial Analyst	1
Financial Analyst	1
Purchasing Division Manager	2
Buyer	2
Chief Storekeeper	3, 11, 12, 14, 19
<u>Chief Storekeeper/Buyer</u>	2, 3, 11, 12, 14, 19
Central Services Operator	3, 11, 12, 14, 19

##### **Human Resources**

Director of Human Resources/M.E.R.O	1
Assistant Director of Human Resources/EEO Officer	1
Human Resources Division Manager/Training & Safety Officer	1
Administrative Analyst	1

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Administration- Page 3

Date: August 5, 1976

Last Revision: December 31, 2008

#### JOB TITLE

#### DISCLOSURE CATEGORY

#### Information Technology

Director of Information Technology	1
Information Technology Services Manager	1
<del>Network Computer Support Division Manager</del>	<del>1</del>
<del>Administrative Analyst</del>	<del>1</del>
Web Manager	1

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Department: Electric

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Director of Electric Utility	1
<del>Assistant Director of Electric Utility - Resource Management</del>	<del>1</del>
Assistant Director of Electric Utility - Marketing/Customer Service	1
Assistant Director of Electric Utility - Energy Distribution	1
Sr. Electric Division Manager	1
Sr. Electric Division Manager – Market Analysis & Pricing	1
Electric Division Manager	1
Electric Division Manager - Customer Service	1
<del>Electric Division Manager – Administrative Services</del>	<del>1</del>
Electric Division Manager – Electric Risk Analysis	1
<u>Electric Division Manager – Engineering</u>	<u>1</u>
Power Trader	1
Sr. Power Analyst	1
Field Foreperson	4, 8
Program Coordinator - Public Benefits	4, 8
Senior Distribution Supervisor	4, 8
Senior Key Customer Representative	4, 8
Key Customer Representative	4, 8

**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

Electric – Page 2

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Business Analyst	4, 8
Business Analyst – Fiber	4, 8
Business Analyst – Public Benefits	4, 8
Senior Business Analyst	4, 8
Power Contract Specialist	1
Operations Planning Technician	4
Senior Power System Scheduler Trader	1
Power System Scheduler Trader	1
Power Account Clerk I	1
Power Account Clerk III	1
Risk Control Analyst	1
Compliance Manager	4, 8



**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

Department: Fire

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Fire Chief	1
Deputy Fire Chief	1
Battalion Chief/Training	2
Battalion Chief/Suppression	2
Battalion Chief/EMS	2
Fire Marshal	1
Deputy Fire Marshal	1
Fire Prevention Specialist	2
<del>Fire Inspector</del>	<del>2</del>
Fire Inspector Aide	2
Hazardous Materials Administrator	2
Hazardous Materials Specialist	2
Assistant Training Officer	2

**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

Department: Library

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
City Librarian	1
Assistant City Librarian	1
Library Division Manager	1
Library Program Coordinator	4
Senior Library Assistant	4
Library Technology Assistant	4
Library Circulation Supervisor	4
Literacy Program Supervisor	4

**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

Department: Parks & Recreation

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Parks & Recreation Director	1
Park Superintendent	1
Recreation Superintendent	1
Cemetery Operations Superintendent	2
Senior Center Director	2
Senior Center Coordinator	2

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Department: Planning & Inspection

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Director of Planning & Inspection	1
Building Official	1
City Planner	1
<u>Permit Center Manager</u>	<u>1</u>
<del>Principal Engineer - Permit Center</del>	<del>1</del>
Development Review Officer	1
Associate Planner	1
Assistant Planner I/Assistant Planner II	1
Code Enforcement Technician	1
<u>Senior Permit Technician</u>	<u>1</u>
Inspection Manager	1
Senior Inspector	1
Building Inspector	1
Combination Inspector	1
Plans Examiner	1
Senior Plans Examiner	1
Housing & Community Services Division Manager	1
Historic Resources Coordinator	1
Housing Inspector	1

**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

Planning & Inspection-Page 2

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Staff Analyst	1
Staff Analyst II	1
<del>Senior Housing Planner</del> <u>Housing Development Officer</u>	1

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Department: Police

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Police Chief	1
Assistant Police Chief	1
Police Captain	4
Police Officer - P.A.L. Director	1

#### **Communications**

Communications Operations Manager	1
Communications Technical Services Manager	1
Administrative Analyst	1

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Department: Public Works

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Director of Public Works/City Engineer	1
Traffic Engineer	2
Principal Engineer - Land & Property Development	2
Principal Engineer - Design	2
Principal Engineer - Field Services	2
Civil Engineer II - Field Services	2
Public Works Inspector (all positions)	2
Materials Testing Technician	2
Building <u>Maintenance</u> Manager	2

## EXHIBIT "A"

### City of Santa Clara Conflict of Interest Code

#### LIST OF DESIGNATED POSITIONS

Department: Streets and Automotive Services

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Director of Streets and Automotive Services	1
Assistant Director of Streets & Automotive Svcs./City Arborist	1
<u>Superintendent of Street/Storm Maintenance</u> <del>Superintendent</del>	1
Automotive Superintendent	1
Automotive Services Coordinator	1
Construction Project Engineer	1
Solid Waste Superintendent	1
Code Enforcement Technician	1



**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

Department: Water/Sewer

Date: August 5, 1976

Last Revision: December 31, 2008

<u>JOB TITLE</u>	<u>DISCLOSURE CATEGORY</u>
Director of Water & Sewer Utilities	1
<del>Assistant Director of Water Utility</del>	1
<u>Assistant Director of Water and Sewer Utilities</u>	
<del>Assistant Director of Sewer Utility</del> <u>Principal Engineer-Water</u>	1
Water Superintendent	1
Sanitary Sewer Superintendent	1
Compliance Manager	1
Code Enforcement Technician	1
Public Works Inspector	2

**EXHIBIT "A"**

**City of Santa Clara  
Conflict of Interest Code**

**LIST OF DESIGNATED POSITIONS**

COMMISSIONS AND COMMITTEES

Date: August 5, 1976

Last Revision: December 31, 2008

JOB TITLE

DISCLOSURE CATEGORY

Civil Service Commission

2

Housing Rehabilitation Loan Committee

1

**CITY OF SANTA CLARA**  
**AGENDA MATERIAL ROUTE SHEET**

Council Date: January 27, 2009

**SUBJECT:** Approval of List of Designated Positions and Disclosure Categories Required to File Statement of Economic Interest

**CERTIFICATION**

The proposed List of Designated Positions and Disclosure Categories  
Regarding Statement of Economic Interest Filing  
has been reviewed and is hereby certified.

**PUBLICATION REQUIRED:**

The attached Notice/Resolution/Ordinance is to be published \_\_\_\_\_ time(s) at least \_\_\_\_\_ days before the scheduled meeting/public hearing/bid opening/etc., which is scheduled for \_\_\_\_\_, 200\_\_.

**AUTHORITY SOURCE FOR PUBLICATION REQUIREMENT:**

**Federal Codes:**

Title \_\_\_\_\_ U.S.C. § \_\_\_\_\_  
(Titles run 1 through 50)

**California Codes:**

Code \_\_\_\_\_ § \_\_\_\_\_  
(i.e., Government, Street and Highway, Public Resources)

**Federal Regulations:**

Title \_\_\_\_\_ C.F.R. § \_\_\_\_\_  
(Titles run 1 through 50)

**California Regulations:**

Title \_\_\_\_\_ California Code of Regulations § \_\_\_\_\_  
(Titles run 1 through 28)

**City**

City Charter § \_\_\_\_\_ (i.e., 1310, Public Works Contracts. Notice published at least once at least ten days before bid opening)

City Code § \_\_\_\_\_

1. As to City Functions, by

  
Acting Department Head

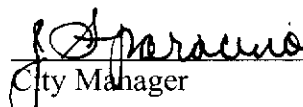
2. As to Legality, by

  
City Attorney's Office / CAO Assignment No 08.1746

3. As to Environmental  
Impact Requirements, by

N/A  
Director of Planning and Inspection

4. As to Substance, by

  
City Manager

Revision Date June 7, 2005